

Welcome to Blackboard!

❑ Step 1 – Navigate to Blackboard

Follow this shortcut URL to log into Blackboard: www.qcsd.org/blackboard

❑ Step 2 – Blackboard Username

All Blackboard Certified Staff usernames follow the same convention. Use the Certified Staff Username Decoder below to figure out your Blackboard username. An example has been done for you.

Certified Staff Username Decoder

Ex: Blackboard principal or teacher user named Charlie Brown

<u>qc</u>	+	<u>99</u>	+	<u>.</u>	+	<u>c</u>	+	<u>brown</u>	=	<u>qc99.cbrown</u>
"qc" (lower case)		"99" identifies you as certified staff; non-certified staff use "88"		period (.)		first name initial (lower case)		entire last name (lower case)		your complete blackboard certified staff username

Your turn. Use the Username Decoder for your username.

<u> </u>	+	<u> </u>	+	<u> </u>	+	<u> </u>	+	<u> </u>	=	<u> </u>
"qc" (lower case)		"99" identifies you as certified staff; non-certified staff use "88"		period (.)		first name initial (lower case)		entire last name (lower case)		your complete blackboard student username

❑ Step 3 – Blackboard Password

Your Blackboard password is default-set to "welcome"

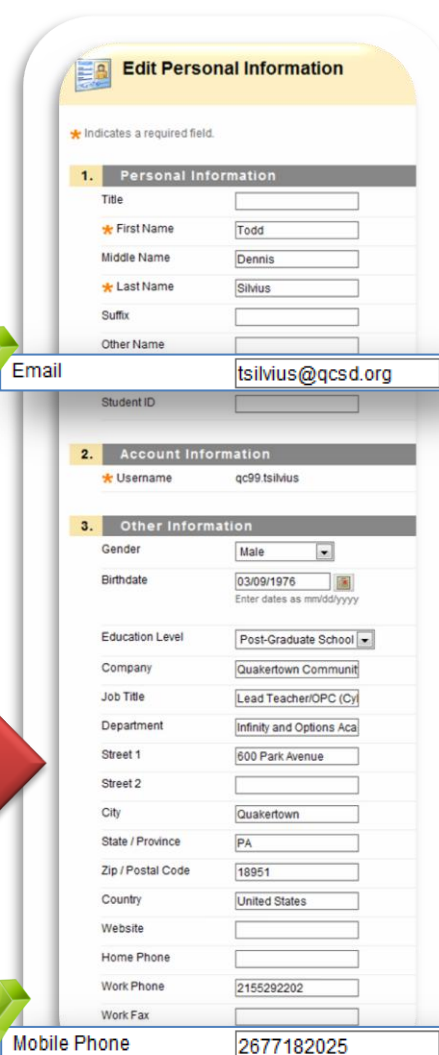
Using the Personal Information Account Information below, change your password to something more secure as you are able.

1. Click "Personal Information"
2. Click "Change Password"

❑ Step 4 – Check Your Personal Account Information

Keep your email and personal contact account information updated. If your mobile number (for text notifications — see next page) or email account information changes edit your information as seen below.

1. Click "Personal Information"
2. Click "Edit Personal Information"



Edit Personal Information

★ Indicates a required field.

1. Personal Information

Title

★ First Name

Middle Name

★ Last Name

Suffix

Other Name

Email

Student ID

2. Account Information

★ Username

3. Other Information

Gender

Birthdate
Enter dates as mm/dd/yyyy

Education Level

Company

Job Title

Department

Street 1

Street 2

City

State / Province

Zip / Postal Code

Country

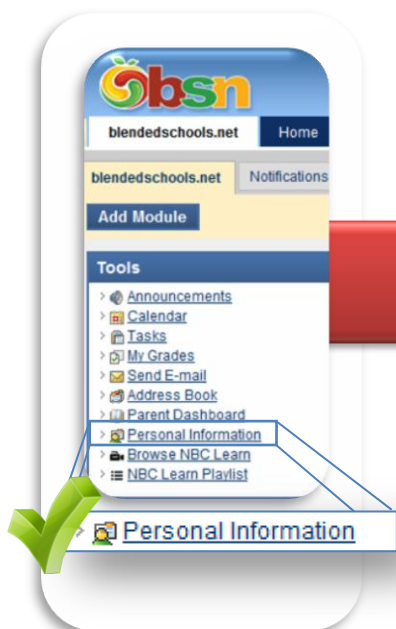
Website

Home Phone

Work Phone

Work Fax

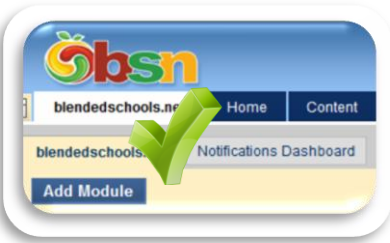
Mobile Phone



❑ Step 5 – Your Notifications Dashboard

Check your notifications dashboard to see all Blackboard course activities from all of your account's course enrollments in aggregated in one location.

1. Click the "blendedschools.net" start tab (left-most tab under the logo)
2. Notice the two sub-tabs directly below. Click "Notifications Dashboard"



❑ Step 6 – Your Notifications Settings

Tired of checking Blackboard for updates? Have Blackboard let you know when updates have been made to your classes using notification settings. While you're at the Notifications Dashboard why not take some time to modify your notification settings so that Blackboard will text and/or email you when updates are made in your courses. These updates can include activity types such as:

- when new announcements are posted
- discussion boards receive new entries
- blogs are posted
- when students submit work for grading

Blackboard uses the email address and mobile number entered in the Personal Information Settings for emailing and texting external notifications.

1. Click on the "Notifications Dashboard" sub tab.
2. Click any of the "Edit Notification Settings buttons" in the dashboard modules.
3. Look under "Bulk Edit Notification Settings"
4. Depending on your role in the class click the "Classes I am taking" or the "Classes I am teaching" link under
5. Select the ways you want Blackboard to contact you for the different types of course activities available

